

CURRENT GUIDELINES FOR COLLECTION OF LIBRARY MATERIALS HERRICK MEMORIAL LIBRARY ALFRED UNIVERSITY

GENERAL BACKGROUND

Herrick Memorial Library serves the needs of the students, faculty, administration, and staff of the non-statutory sector of Alfred University, which includes the College of Liberal Arts and Sciences, the College of Business, and the graduate programs in Education and School Psychology.

Two other academic libraries, Hinkle Memorial Library at Alfred State College and Scholes Library of the NYS College of Ceramics, are within walking distance. Our patrons have access to these collections. The three libraries maintain a mutual awareness of the scope of each other's holdings in order to build a strong regional collection.

Separate departmental budget allocations are avoided in the interest of flexibility and the ability to meet important needs that ongoing changes in curricula and programming require. Routine review of the collection by faculty and librarians is encouraged to protect against neglect of an instructional area.

MISSION AND GOALS

The mission of Herrick Memorial Library is to provide access to the resources necessary for achieving excellence at Alfred University. Strong collections, personalized information services, and state-of-the-art technologies contribute to the climate in which all staff play a significant role in empowering our academic community with the access skills required in an information age.

OUR PRIMARY GOAL IS TO SUPPORT THE CURRICULA AND GENERAL PROGRAMMING OF THE PRIVATE SECTOR OF THE UNIVERSITY.

Where feasible, the library will support the research needs, as well as the cultural and recreational interests of its students, faculty, administrators and staff. Typically, the individual research needs of our faculty are met through a variety of online research databases and interlibrary loan, rather than direct ownership of highly specialized research materials.

COLLECTION BUILDING RESPONSIBILITIES

The ultimate responsibility for the quality of the library's collection rests with the Library Director, who coordinates and directs these activities at Herrick Memorial Library. Selection of materials and communication with the faculty is carried out by the librarian liaisons in cooperation with the library director.

It is the responsibility of the teaching faculty to advise the library on the materials necessary to support their courses and programs. Requests for these materials are welcomed and encouraged. The procedure for making these requests is outlined in the *Herrick Memorial Library Faculty Packet*, which is revised and distributed each Fall (much of the material contained in the packet is available online at the Herrick Home Page: <http://herrick.alfred.edu>)

The liaison network between the librarians and the teaching faculty was established to coordinate the flow of information so that appropriate collections and services would be established and maintained.

Student, staff and community member requests for acquisition of materials are also welcomed and reviewed using the same selection criteria.

All requests are routed to the library director. They are screened for duplication in holdings or coverage. Evaluation of need is determined by monitoring circulation, acquisitions and interlibrary loan statistics, and category of user (student, faculty, and other). Recommendations from the librarian liaisons and the reference librarians are also considered. When there is a question about a request, either the librarian liaison or the library director will consult with the requester.

GENERAL COLLECTION GUIDELINES

The quality of content and the fulfillment of academic curricular need are the first two criteria against which any potential item is evaluated. Specific considerations in choosing individual items include some or all of the following:

- lasting value of the content
- currency: new materials have priority over older out-of print materials
- suitability of format to content
- appropriateness of level of treatment
- strength of present holdings in same or similar subject area

- cost
- authoritativeness of the author or reputation of the publisher other considerations:

1. Textbooks are not normally purchased. The exceptions are those that have earned a reputation as "classics" in their fields, or a textbook that is the only source of information on a particular topic.
2. English language publications will be given priority, except for the acquisition of materials for the modern language courses, or materials of demonstrated need.
3. Duplicate copies will be purchased only when high demand requires it.
4. When there is an option of paper or hardcopy, the choice is based on expected use, lasting value of the content, and cost differential.
5. Lost and damaged materials will be replaced if they still meet the above criteria, and are still available.
6. The majority of selections are current publications, but the library recognizes the need for retrospective purchases. Standard bibliographies and other evaluation tools are used to locate and fill gaps in the collection.

GIFTS

Gifts are welcomed with the understanding that they will be used to the best advantage of the library. Items that are in poor condition, or duplicates of titles already owned, or are titles inappropriate to the scope of the collection will be disposed of as the library sees fit.

These items may be exchanged, given away, sold, or discarded. By law, the library assumes no responsibility for the appraisal of gift items. Gifts with conditions as to their disposition will not be accepted, except by permission of the Library Director, Steve Crandall.

INTELLECTUAL FREEDOM

The Herrick Memorial Library of Alfred University supports the American Library Association's *Bill of Rights*, its *Intellectual Freedom Statement*, and its *Statement on Controversial Matters*. Selection is without partisanship regarding matters of race, sex, religion or moral philosophy.

Steve Crandall, Director of Herrick Memorial Library

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